

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Environmental and Safety Protection Inspector	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 14

**Definition:** To administer, implement and enforce the following codes and ordinances related to safety and environmental protection:

1. The City's Sewer Use Ordinance (Chapter 35, Mountain View City Code).
2. The City's NPDES Storm Water Discharge Permit.
3. The California Fire Code (Chapter 14, Mountain View City Code).

**Supervision Received and Exercised:** Receives only occasional instruction or assistance from the Fire Marshal and other specialists in the Division. Is fully aware of operating procedures and policies within the work unit and able to perform his/her duties with limited supervision.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Inspect industrial and commercial facilities for compliance with codes and ordinances listed above.
2. Enforce provisions of the codes and ordinances listed above as described in the Fire and Environmental Protection Division's "Enforcement Response Plan." Enforcement includes issuing Notices of Violation, administering fines and penalties, and participating in enforcement hearings.
3. Issue permits to regulated facilities as defined in the codes and ordinances listed above.
4. Obtain, compile and evaluate reports submitted by regulated facilities for completeness and accuracy, following established practices, policies, procedures, internal guidelines and models. This includes applicable information submitted as part of the Environmental Compliance Plan (Business Plan), periodic reports of continued compliance, pH chart recordings, flow data and fire protection system maintenance.
5. Maintain and keep up-to-date a database of all pertinent storm, sanitary sewer discharge and Fire Code compliance information submitted by regulated facilities or obtained through inspection.

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6. Review SPAR and construction plans for compliance with the codes and ordinances listed above. Advise and assist applicants in an effort to bring them into compliance in a timely manner.
7. Provide information and assistance to all regulated facilities (including City facilities) to help them comply with codes and ordinances listed above.
8. Provide information and educational outreach to the residential community to encourage compliance with codes and ordinances listed above.
9. Determine sampling locations and methods; collect representative samples of wastewater from regulated facilities; use appropriate containers and preservation methods; observe and record field conditions, flow meter readings, field test results and other data relevant to sampling conditions.
10. Respond to illegal discharges to the sanitary or storm drain system within the City; investigate and trace the sources of the discharge; provide follow-up with the responsible party and enforcement action when warranted.
11. Work cooperatively with the Palo Alto Treatment Plant, City departments and division staff to improve compliance, reduce duplication and streamline the reporting and compliance requirements of regulated facilities.
12. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: City's wastewater discharge ordinance requirements; NPDES storm water discharge requirements; California Fire Code; common laboratory technology; laboratory, sampling and flow-measuring methods and equipment; basic principles of industrial and municipal wastewater collection; wastewater treatment processes and systems; monitoring techniques; and safety practices related to areas of assignment.

Ability to: Be self-motivated and work with a minimum of supervision; inspect a variety of industrial, commercial and residential facilities; deal cooperatively and effectively with the public, regulated facility officials and City employees; communicate clearly and concisely, both orally and in writing; learn to operate City-specific computer programs; and interpret applicable technical codes, ordinances and regulations.

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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of recent full-time experience conducting inspections for regulatory compliance. Training and experience equivalent to an Associate's degree with major course work in biology, chemistry or fire science. Completion of, or ability to complete within two years of appointment, California State Fire Prevention 1A (Introduction to the California Fire Code), 1B (Inspection of Fire Protection Systems and Special Hazards) and 2A (Fire Protection Systems and Building Components).

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Possession of, or ability to obtain within one year of employment, a Grade I Environmental Compliance Inspector certification from the California Water Environment Association.

**Working Conditions:** Must possess the ability to climb ladders and lift 50 pounds. Must be willing to work under adverse weather conditions and perform and direct emergency work as needed.

Established July 2003

Revised October 2008

CLASS SPECS

CS255-P^